

**State of California**  
**Business, Consumer Services and Housing Agency**  
**California Department of Housing and Community Development**  
**DUTY STATEMENT**

**Division:** Legal Affairs Division  
**Unit:** LAD  
**Position Number:** 401-111-5780-012 PS 2292  
**Classification:** Attorney IV  
**Working Title:** Attorney IV  
**Location:** HQ  
**Incumbent:** Vacant  
**Effective Date:** TBD

**Department Statement:** You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission.

**Job Summary:** Under the general direction of the Deputy General Counsel or Assistant Chief Counsel designated thereby, the Attorney IV will be responsible for a wide variety of the most complex and sensitive negotiations, legal research, legal advice, legal opinions, legislative drafting and litigation.

<b>% of Time</b>	<b>Essential Functions:</b>
30%	Affordable Housing Preservation Program: Ensures the successful program design and full implementation of the new Department Affordable Housing Preservation Program (chapter 5.5 (commencing with Section 50606) of Part 2 of division 31 of the Health and Safety Code). This includes developing guidelines, regulations, and processes to fully implement Affordable Housing Preservation program. The incumbent will be responsible for providing legal analysis as well as creative solutions to complex legal issues involving a new structure specifically for this program, where little or no templates or precedent provide a clear path to a smooth resolution.
30%	Acts as lead in the Department's Loan Portfolio Restructuring Program (LPR): Complex LPR loan closings may include mezzanine financing structures, multifaceted bond financing swaps, hedges, new market and historical tax credits, as well as low-income housing tax credits, and multiple lease and sublease structures. Sensitive issues may include politically connected projects, bankruptcy matters, contact with the legislature, and the need to timely resolve conflicting interests.

20%	Special and Complex Projects: Assigned a caseload of a myriad of the Department's lending programs projects involving many new and legacy programs, including but not limited to: the original Rental Housing Construction Program, the Special User Housing Rehabilitation Program, the Deferred Payment Rehabilitation Loan Program, the rental component of the California Natural Disaster Assistance Program, the State Earthquake Rehabilitation Assistance Program, the rental component of the California Housing Rehabilitation Program, the component of the Rental Housing Construction Program, the Family Housing Demonstration Program, the Families Moving to Work Program, the Multifamily Housing Program, No Place Like Home Program, California Housing Accelerator Program and any and all other multifamily housing loans funded or monitored by the department.
10%	Legal Research/Opinions/Advice: Researches and writes the most difficult, complex and sensitive formal and informal legal opinions for specific program areas. Ensures opinions are timely, responsive to the issue, accurate and complete, and presents legally permissible alternative courses of action and analysis of alternatives where appropriate, with a recommendation. Confers with management, staff, and others to gather necessary background, interpretation, and context of issues and facts presented in requests for legal opinions. Thinks creatively and exercises abstract reasoning and critical thinking. Works well in a team environment. Has excellent client communication skills and has strong familiarity with housing issues.
5%	Legislation and Advocacy: Performs legislative analyses and drafts proposed legislation to accomplish department policy objectives. Provides legal and policy advice to the department ensuring that relevant State and federal statutes, and proposed amendments, are interpreted consistent with applicable law and the department's statutory responsibilities. This includes drafting revisions to as well as authoring guidelines and regulations.

**% of Time**      **Marginal Functions:**  
5%                other duties assigned

**Special Requirements:** (Define all that apply)

**Travel:** Up to 5% statewide travel may be required

**Supervision Exercised:** None

**Conflict of Interest (COI):** Form 700 reporting required.

**Background Check:** None

**Live Scan:** None

**Bilingual, specify language:** None

**License/Certification:** None

**Medical Clearance:** None

**Other, please specify:** None

**Physical Requirements:** The position requires the ability to sit, stand, read, communicate and work on a computer for extended periods of time.

**Working Conditions:** The incumbent works in an office setting. Air conditioned, high-rise building with elevator access, cubicle or office with natural and artificial lighting.

**Administrative Responsibility:** The incumbent advises Executive leadership on both specific and general policy issues affecting Departmental programs and will support the Department's capacity to obtain funds to manage programs in support of the Department's mission and policies.

**Personal Contacts:** The incumbent will serve as the main contact between the assigned Housing Policy Development Division activities and a wide variety of internal external stakeholders.

**Consequence of Error:** This position has responsibility to help ensure that the principles and practices of the Division are carried out and implemented in accordance with the Department's mission, policies and procedures, as well as federal, state and local laws. Lack of knowledge, inaccurate work, misunderstanding, poor judgement, or inadequate analyses could result in misleading information being provided to the Department, state and local agencies or create misleading perceptions.

**Diversity, Equity, and Inclusion:** All employees at HCD are expected to uphold the values of diversity, equity, and inclusion (DEI) which includes being committed to fostering an environment in which employees for a variety of backgrounds, cultures, and personal experiences feel welcomed and can thrive. Staff are expected to be respectful of differences, treat others with respect, encourage others to participate, foster innovations, and stay committed to all DEI efforts in the workplace.

**Equal Employment Opportunity:** All HCD employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all HCD employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

*I have read and understand the duties and requirements listed above and am able to perform*

*these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)*

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

*I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.*

Supervisor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

\*Please return the signed original duty statement to the Human Resources Branch to be filed in the Official Personnel File.